

**HUMAN RESOURCES OFFICE
CALIFORNIA NATIONAL GUARD
P.O. BOX 269101
Sacramento, CA 95826-9101**

ARMY TECHNICIAN VACANCY ANNOUNCEMENT #04-055

**Production Controller
70074000
GS-1152-06
\$32,418 - \$42,142 pa**

**ANNOUNCEMENT DATE:
CLOSING DATE:**

**29 January 2004
2 March 2004**

SELECTING OFFICIAL: Superintendent

APPOINTMENT FEATURES:

**Excepted Service
Enlisted Grade**

POSITION LOCATION: MATES – Camp Roberts, CA

This position is located in the ARNG State Maintenance Office, Combined Support Maintenance Shop (CSMS) or Mobilization and Training Equipment Site (MATES) with support maintenance. Its purpose is to serve as a subordinate production controller and perform routine production control functions.

1. AREA OF CONSIDERATION: Statewide. All applications will be accepted; however, first consideration will be given to current permanent technicians of the California Army National Guard.

2. CONDITIONS OF EMPLOYMENT: a. Must qualify for appropriate level of security clearance required by the position. b. Must wear appropriate military uniform including required grooming standards. c. Must maintain a compatible military unit, grade, and job assignment as required by current directives. d. Must participate in PD/EFT (Direct Deposit).

3. MILITARY GRADE AVAILABLE: ENLISTED GRADE. PRIOR TO EFFECTIVE DATE OF PERSONNEL ACTION, SELECTEE MUST OCCUPY A COMPATIBLE MILITARY POSITION WITHIN A COMPATIBLE UNIT IN ENLISTED GRADE OR HAVE A COMPATIBILITY WAIVER APPROVED BY NATIONAL GUARD BUREAU. GRADE INVERSION IS NOT ALLOWED. IF THIS IS A SUPERVISORY POSITION, THE MILITARY GRADE OF SELECTEE MUST BE EQUAL TO OR HIGHER THAN THE MILITARY GRADE OF THOSE TO BE SUPERVISED.

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NOTICE: All National Guard applicants must state Unit of Military Assignment, Military grade and MOS/AFSC.

4. QUALIFICATION REQUIREMENTS:

a. **General:** Experience, education, or training which indicates the candidate can reason in quantitative terms, can express himself orally and in writing, and understands the terminology and data pertaining to the repair operations and processes characteristic of the production activity.

b. **Specialized:** Must have 9 months of specialized experience in any type work which required computation of cost data on labor and materials, buying materials or reviewing data with respect to man hours, machine time, materials consumed, etc.; experience in any type work which required person-to-person contact to convey information; experience which provided applicant with a general knowledge of the functions and procedures of shop production control, records, references, and techniques for developing production control data; experience where candidate assisted or maintained workflow by identifying problem areas in work delays or stoppages.

CREDITING NATIONAL GUARD EXPERIENCE: NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. THE LEVEL OF EXPERIENCE WILL BE DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED.

c. **Substitution of Education:** Completion of all requirements for a Bachelor's Degree; with a specialization in production management, industrial management, or any other branch of engineering or other closely related specialization, is qualifying for the GS-05 level. All Grade Levels: Appropriate education and training other than that outlined, such as in manpower development programs, military training programs or formal apprenticeship programs, will be credit on a month for month basis.

TO BE CREDITABLE, XEROX COPIES OF COLLEGE TRANSCRIPTS ARE REQUIRED

5. KNOWLEDGES, SKILLS, AND ABILITIES: The following knowledge's, skills, and abilities will be used to determine the best qualified applicants from which selection will be made.

- a. Ability to correlate and analyze production data.
- b. Ability to communicate both orally and in writing.
- c. Knowledge of functions and procedures of production control and of the records.
- d. Ability to ascertain the causes for delays in completion of work orders.

SELECTEE WILL BE REQUIRED TO BE ASSIGNED IN A COMPATIBLE MILITARY POSITION IN ENL: CMF 63, 67, 92A/Y/Z.

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INSTRUCTIONS FOR APPLYING: INDIVIDUALS MAY APPLY BY SUBMITTING AN OPTIONAL FORM (OF) 612, OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT; A STANDARD FORM (SF) 171, APPLICATION FOR FEDERAL EMPLOYMENT; A RESUME OR ANY OTHER WRITTEN FORMAT. IF YOUR APPLICATION OR RESUME DOES NOT INCLUDE ALL THE ITEMS REQUESTED ON THE OF-612 AND THIS VACANCY ANNOUNCEMENT, ALONG WITH A NARRATIVE DESCRIPTION OF HOW YOU MEET THE GENERAL AND SPECIALIZED EXPERIENCE REQUIREMENTS, YOU MAY LOSE CONSIDERATION FOR THE POSITION. IF YOU DESCRIBE MORE THAN ONE TYPE OF WORK (FOR EXAMPLE, CARPENTRY AND PAINTING, OR PERSONNEL AND BUDGET), WRITE THE APPROXIMATE PERCENTAGE OF TIME YOU SPENT DOING EACH. THE ABOVE FORMS ARE AVAILABLE AT THIS OFFICE AND ANY FEDERAL AGENCY.

SUBMIT APPLICATIONS TO: THE HUMAN RESOURCES OFFICE (HRO), P.O. BOX 269101, SACRAMENTO, CA 95826-9101 (OR FOR EXPRESS MAIL: 9800 GOETHE ROAD, SACRAMENTO, CA 95826-9101). *ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY CLOSE OF BUSINESS ON THE CLOSING DATE INDICATED ABOVE.* VETERANS PREFERENCE DOES NOT APPLY.

****ALL APPLICATIONS MUST BE SIGNED & DATED****

THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, TRAINING CERTIFICATES, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.

FEDERAL LAW PROHIBITS THE USE OF GOVERNMENT ENVELOPES, POSTAGE, OR FACSIMILE (FAX) FOR SUBMISSION OF APPLICATIONS.

PERMANENT CHANGE OF STATION (PCS) EXPENSES MAY NOT BE AUTHORIZED FOR THIS POSITION. AUTHORIZATION FOR PAYMENT OF PCS EXPENSES WILL BE GRANTED ONLY AFTER DETERMINATION IS MADE THAT PAYMENT IS IN THE BEST INTEREST OF THE CALIFORNIA NATIONAL GUARD.

THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER